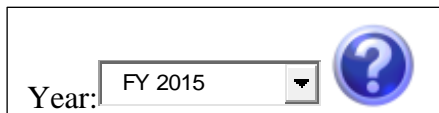


**FFVP Application Update Instructions***(Two-step process – Application Entry person and Application Submit Person)***FFVP Application Entry Person**

1. Log into System.

- a. Select Fiscal Year 2015



2. SAU APPLICATION – Click on **“In Process”**

[In Process](#)

- a. Update ALL data elements for school year. Click **“Edit”** to start changes.

[Edit](#)

*Note:* Start Date = 7/1/2014

End Date = 6/30/2015

Effective Date = 7/1/2014

3. **SAVE**

4. SCHOOL APPLICATION–For **EACH** school – Click on **“Site Applications”**

[Site Applications](#)

- a. Update ALL questions on school application.

**Note:** To add a new site/school, click on **“New Site Application”** and answer all questions.

[New Site Application...](#)

- b. Program Availability – Click on **“Program Availability”**

[Program Availability](#)

1. Day – click on the pull down arrow to select days (Monday, Tuesday, Wednesday, etc.)
    2. Start Time – start time of FFVP: *Example Format:* **09:00 am**
    3. End Time – end time of FFVP: *Example Format:* **09:30 am**
    4. Available to: indicate which grade level participates on any particular day
    5. **SAVE**

*1 – 4 must be completed EACH day the school is serving FFVP. Days indicated in this section directly affect the claim.*

- c. Activities - Click on **“Activities”**

[Activities](#)

1. Activity Description - describe FFVP Activity
    2. Provided by: indicate who will provide FFVP Activity
    3. Estimated Cost: - indicate cost of FFVP activity – *Costs for nutrition education are NOT covered by FFVP funds.*
    4. **SAVE**

- d. Equipment\* (If applicable) – Click on **“Equipment”**

[Equipment](#)

**\*Must be pre-approved by State Agency prior to purchase.**

1. Anticipated Equipment Need – indicate what equipment will be purchased.
    2. Projected Cost of Equipment\* – indicate cost of the equipment.

*\*The projected cost of equipment must be pro-rated appropriately among the*

*programs that will be using the equipment.*

3. FFVP Percentage – indicate the percentage usage incurred by FFVP. *If not utilized 100% by FFVP, must be pro-rated among programs that will be using the equipment.*
4. **SAVE**

***Reminder, Administrative Costs cannot exceed 10% of total school allocation for the school year.***

4. Any errors in the application must be corrected prior to sending application packet on to the submit person.
5. When the SAU application and ALL school application data elements have been updated, click on the Application Status Link ***“IN PROCESS.”***
6. Click on ***“yes, send this application to the submitter”***.
7. Click on ***“Send”***.
8. Log out of System.

Application Status: [In Process](#)



[Yes, send this application to the submitter!](#)

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### **FFVP Application Submit Person**

Year: FY 2015

1. Log into System. – *Make sure you are in correct Fiscal Year.*
2. Review ALL data elements for:
  - a. SAU Application
  - b. School Application – For **EACH** school participating
    - i. All questions asked on school application;
    - ii. Program Availability – *make sure all days serving FFVP are indicated;*
    - iii. Activities;
    - iv. Equipment Purchases (if applicable)
3. When the SAU application and ALL school application data elements have been reviewed, click on Application Status Link ***“PENDING SUBMISSION...”***.
4. Click on ***“Submit to NHDOE for Review/Approval”***
5. Click on ***“Send”***.
6. Log out of System.

Application Status: [Pending Submission](#)



[Submit to NHDOE for Review/Approval](#)

**As a reminder, claims will not be reimbursement until there is an approved FFVP application on file with the State Agency.**

**Questions?:** Contact Tami Drake at [Tami.Drake@doe.nh.gov](mailto:Tami.Drake@doe.nh.gov)